



CAL POLY
Academic Senate

Meeting of the Academic Senate

Tuesday, April 17, 2018

~~UU 220~~, 3:10 to 5:00 pm

New Location: REC Center – Multi-Activity Center

- I. **Minutes:** Approval of March 13, 2018 minutes (p. 3).
- II. **Communication(s) and Announcement(s):**
- III. **Reports:**
 - A. Academic Senate Chair:
 - B. President's Office:
 - C. Provost:
 - D. Vice President for Student Affairs:
 - E. Statewide Senate:
 - F. CFA:
 - G. ASI:
- IV. **Special Report:**
 - A. [TIME CERTAIN 3:30 P.M.] Registrar's Quarterly Update by Cem Sunata, Registrar.
- V. **Consent Agenda:**

| ITEMS TO BE CONSIDERED BY ACADEMIC SENATE | | | | |
|---|--|--------------------------------|---------|----------------|
| Program Name or Course Number, Title | ASCC recommendation/ Other | Academic Senate | Provost | Term Effective |
| EDUC 416 Literacy, Language, and Culture in Content Area Classrooms (3), 3 lectures (existing course proposed to be offered online) | Reviewed 9/21/17; additional information requested from the department. Reviewed 11/30/17; additional information requested from the department. Recommended for approval 3/1/18. | On the 4/17/18 consent agenda. | | |
| GRC 452 Emerging Technologies in Graphic Communication (3), 3 lectures (offer course online with topic JavaScript for Front-end Web Development) | Reviewed 3/8/18; additional information requested from the department. Recommended for approval 3/15/18. | On the 4/17/18 consent agenda. | | |
| LA 406 Interdisciplinary Design Studio (4), 4 Laboratories | Reviewed 1/11/18; additional information requested from department. Recommended for approval 3/1/18. | On the 4/17/18 consent agenda. | | |
| STAT 252 Statistical Inference Management II (4) 4 lectures GE B1 (existing course proposed to be offered online) | Recommended for approval by GE Governance Board 3/8/18. Reviewed and recommended for approval by ASCC 3/15/18. | On the 4/17/18 consent agenda. | | |

VI. **Business Items:**

- A. **Resolution to Update Campus Policy on Faculty Office Hours:** Jennifer Klay, Chair of the Office Hours Task Force, first reading (pp. 4-19).
- B. **Resolution on Modification to the *Bylaws of the Academic Senate Election of Part-Time Academic Employee Representative*:** Dustin Stegner, Chair of the Academic Senate, first reading (pp. 20-21).

VII. **Discussion Item(s):**

VIII. **Adjournment:**



CAL POLY
Academic Senate

Minutes of the Academic Senate

Tuesday, March 13, 2018

UU 220, 3:10 to 5:00 pm

- I. **Minutes:** M/S/P to approve the minutes of the March 6, 2018 meeting of the Academic Senate.
- II. **Communication(s) and Announcement(s):** none.
- III. **Reports:**
 - A. Academic Senate Chair: none.
 - B. President's Office: none.
 - C. Provost: none.
 - D. Vice President for Student Affairs: none.
 - E. Statewide Senate: none.
 - F. CFA: none.
 - G. ASI: none.
- IV. **Special Report:**
 - A. **SAFER Program.** Kara Samaniego, SAFER Coordinator, provided an update on the Sexual Assault Free Environment Resource (SAFER) program. The 2016-2017 SAFER Annual Report is available in the full March 13, 2018 Academic Senate agenda packet from pages 4 to 10: <https://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/images/sa031318.pdf>.
- V. **Business Items:**
 - A. **Election of 2018-2019 Academic Senate Officers.** Dustin Stegner, English Department, was elected by acclamation as the 2018-2019 Academic Senate Chair and Tom Gutierrez, Physics Department, was elected as the 2018-2019 Academic Senate Vice Chair.
 - B. **Resolution to Support Cal Poly Opportunity Grant and Fee – Background information is available at opportunitygrant.calpoly.edu.** Dustin Stegner, Chair of the Academic Senate, proposed a resolution to support the Cal Poly Opportunity Grant and Fee. President Armstrong was present during the discussion to answer questions for the senators in attendance. M/S/P to a first reading. M/S/F to a second reading. The resolution will return in the first reading at the next Academic Senate meeting.
- VI. **Adjournment:** 5:00 P.M.

Submitted by,

Denise Hensley
Academic Senate Student Assistant

Adopted:

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-__-18

RESOLUTION TO UPDATE CAMPUS POLICY ON FACULTY OFFICE HOURS

- 1 WHEREAS, The Campus Administrative Policy (CAM) 370.2.F.1 regarding faculty
2 office hours has not been updated since 1980; and
3
- 4 WHEREAS, Methods for interacting with students outside the classroom and for
5 communicating office hours to the University community have
6 evolved significantly since the policy was last revised; and
7
- 8 WHEREAS, Individual departments and programs as well as student
9 constituencies may have different needs with regard to the purpose
10 and delivery of office hours; and
11
- 12 WHEREAS, Colleges and their individual departments and programs, in
13 consultation with faculty members, others working in an instructional
14 capacity, and students, are best suited to determine the optimal
15 method(s) and delivery of office hours to meet students' needs;
16 therefore be it
17
- 18 RESOLVED: That the Academic Senate endorses the adoption of the attached
19 Office Hour Policy Language for the Campus Administrative Policy
20 (CAP) to replace CAM 370.2.F.1.

Proposed by: Office Hours Task Force
Date: February 1, 2018

CAP – Office Hour Policy Language
Office Hours Task Force

The primary goal of office hours is to provide instructional assistance to students. In meeting this goal, office hours can take many forms. Each college, in consultation with its academic departments and programs, will set an appropriate office hour policy. Departments and programs will consult with individual faculty members and others working in an instructional capacity, as needed, to set expectations for delivery of office hours. All faculty members and others working in an instructional capacity will have regularly scheduled office hours throughout each quarter as part of their instructional responsibilities. A schedule of office hours and contact information will be included on each course syllabus, communicated to the department and program, and made readily available through official University-wide communication channels.

Supporting Documentation

The Office Hours Task Force (OHTF) was formed in Winter 2017 to develop new language for the Campus Administrative Manual to replace the current policy, which has been in place since 1980. After review and discussion of office hour policies from other CSU campuses at several meetings throughout Winter, Spring, and Fall 2017, and considering input from the ASI board of directors received in Fall 2017, the OHTF developed the preceding policy language. The aim was to clarify the intent of office hours and establish a general process for the development of specific office hour policies appropriate to individual departments or programs. Expectations for the dissemination of office hour information are also provided.

This supporting documentation is intended to provide suggestions and guidance for individual colleges, in consultation with departments and programs, to consider as they develop specific office hour policies appropriate to their students' needs.

In developing office hour policies, the OHTF encourages colleges, in consultation with departments and programs

- To determine the specific constituencies of students served by office hours and seek to ensure that these students' needs will be met by their policies. *Examples include introductory service course students vs. upper division students vs. graduate students vs. distance learning or online course students, etc.*
- To consider reviewing practices from other CSU campuses or institutions of similar size and composition when developing or revising their office hour policies. *(See the attached Office Hours Report for links to other CSU campus policies.)*
- To draft policies that clearly communicate to faculty members or others working in an instructional capacity the expectations regarding when office hours must be held, and where and in what manner student consultations outside of class may be considered office hours. *Examples include hours held during the first week of classes, final exams week; in-person vs. online interactions; asynchronous communications such as responding to student emails, etc.*
- To draft policies that clearly delineate expectations for part-time instructors or faculty members teaching reduced loads during a given term. *Examples include pro-rated office hours, online vs. in-person interactions, etc.*

- To review periodically their policies and solicit feedback and input from faculty members, others serving in an instructional capacity, and students on the efficacy of current policies to determine if they require revision.
- To provide an easy-to-find single source for disseminating office hour information campus-wide. *Examples may include publication alongside faculty directory information, campus calendar, etc.*

Report on Office Hours at Cal Poly
Prepared by the Academic Senate Instruction Committee
February 23, 2016

1. Background

The current office hour policy at Cal Poly is governed by the Campus Administrative Manual (CAM), which states,

In addition to scheduled classes, each full-time faculty member must schedule and conduct at least five (5) office hours each week (not more than two hours each day) for consultation with students. The faculty members will post their office hours outside their office doors. This section does not preclude pre-arranged appointments with students. Part-time faculty and full-time faculty with reduced teaching loads will have office hours proportional to their assignments.

The CAM policy was created as part of the "Faculty Office Hour Resolution" (AS-91-80), which was approved by President Baker in 1980 as part of his "interest in creating an atmosphere at Cal Poly which will be more conducive to research" (see Appendix A).

Since the implementation of the CAM policy, different colleges have interpreted how the five office hours may be administered. The College of Liberal Arts, for instance, offers faculty "the option of offering 4 hours per week of face-to-face office hours plus 1 hour per week of alternative, but demonstrable, contact with students, such as email or other on-line communication," and states that faculty have a "responsibility to respond to student emails, even if it is to let students know about regularly scheduled office hours and ways to schedule an alternate appointment." In order to communicate office hours to students, "the Academic Senate passed a "Resolution on Course Syllabi" (AS-644-06), which required faculty to indicate their office hours on their syllabi (see Appendix B).

The California Faculty Association's (CFA) collective bargaining agreement (CBA) does not identify office hours explicitly, but includes them under the category of professional duties and responsibilities. According the CBA, "The composition of professional duties and responsibilities of individual faculty cannot be restricted to a fixed amount of time, and will be determined by the appropriate administrator after consultation with the department and/or the individual faculty member" (20.2.a.). Since the current CAM policy was implemented before the formation of the CFA and has not been explicitly addressed in successor CBAs, the past practice regarding office hours have remained in effect.

Across the CSU system, there are a variety of office hour policies, some of which mandate a set number of hours and some of which connect the number of office hours per week to the teaching load of faculty members. No campuses require more than 5 office hours per week, and very few, such as Long Beach, include the option for office hours to be held in alternative formats (see Appendix C).

2. Problems with Current Office Hour Policy

Faculty, students, administration, and the local representation of the California Faculty Association have all identified problems with the current office hour policy.

Faculty: As part of a discussion in Academic Senate last year regarding a resolution on office hours during the final examination period, several faculty members critiqued the lack of flexibility in incorporating alternative methods of meeting with students for consultation in office hours. In particular, several senators argued that the university is still using a twentieth-century policy for twentieth-first-century faculty and students. And these faculty members would like to see more options available to the faculty. By contrast, other faculty stated that one-on-one, face-to-face consultation in office hours was the most beneficial for student learning.

Students: The fundamental issues about office hours raised by students are the availability of faculty during office hours and the communication of office hours throughout the quarter – particularly changes to a faculty member's office hours. In short, they pointed to the importance of a faculty member making his or her policies clear, such as whether emails would be answered over the weekend.

Administration: The primary issues raised by both Al Liddicoat, Associate Vice Provost, Academic Personnel, and Patricia Ponce, Student Ombuds, are the communication of faculty members' office hours to students and the availability of faculty to students during their scheduled office hours, especially during the first week of classes and the final examination period.

CFA: The central issue identified by the Graham Archer, President CFA-SLO, regarding the current office hour policy is the lack of consultation between the administration and the individual faculty members regarding office hours.

3. Recommendations

The fact that university's office hour policy has not been revisited for thirty-six years suggests that it would be advantageous to update it for today's faculty and students. The Instruction Committee supports existing policy of five (5) office hours a week spread over several days during the work week. However, it recognizes that the interaction between faculty and students has changed with the increased use of email correspondence and other forms of technology. The changes in classroom delivery models, specifically online and hybrid courses, also has the potential to alter the way that faculty consultation of students. Moreover, the absence of administrative consultation with academic programs and faculty may not be reflective of the different methods of faculty consultation with students across the colleges and programs.

The committee therefore recommends the following areas for updating the current office hour policy with the aim of ensuring student success:

1. For administration to consult with academic programs and faculty to determine what the best methods in their respective programs are for faculty to deliver five office hours per week;
2. For faculty to communicate clearly to students through their syllabi and other methods their face-to-face and online office hours as well as their availability through email;
3. For clarification about expectations for faculty to hold office hours at the start and conclusion of academic terms, and to communicate clearly office hour schedules to students.

4. Inclusion of revised office hour policy in the Campus Administrative Policies (CAP)

Appendix A

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-91-80/PPC
April 8, 1980

FACULTY OFFICE HOUR RESOLUTION

- WHEREAS, CAM 370.2.F.1. states that "each faculty member must schedule and conduct at least one office hour each day (Monday through Friday) for consultation with students . . . " even if the faculty member has no classes on that day; and
- WHEREAS, Other campuses in the CSUC do not require faculty to keep office hours every day of the week; and
- WHEREAS, President Baker is interested in creating an atmosphere at Cal Poly which will be more conducive to research (memo from Baker to Jones, April 4, 1980, Incentives for Faculty Research and Development); and
- WHEREAS, CAM already permits office deviations with Department Head and Dean approval; and
- WHEREAS, Schedules on some days are often very full, therefore, the concept addressed in this resolution would be beneficial to the faculty members and their students; therefore be it
- RESOLVED: That CAM 370.2.F.1. be deleted and replaced with the following statement:
- "In addition to scheduled classes, each full-time faculty member must schedule and conduct at least five (5) office hours each week (not more than two hours each day) for consultation with students. The faculty members will post their office hours outside their office doors. This section does not preclude pre-arranged appointments with students. Part-time faculty and full-time faculty with reduced teaching loads will have office hours proportional to their assignments.

APPROVED

May 6, 1980

Appendix B

Adopted: May 2, 2006

ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS-644-06

RESOLUTION ON COURSE SYLLABI

- 1 WHEREAS, Campus Administrative Policy requires that faculty provide a syllabus for each course that
2 they teach; and
3
- 4 WHEREAS, Students have a need and a right to know the expectations and assessment methods of the
5 courses they are taking; therefore be it
6
- 7 RESOLVED: That every instructor shall make available to each student in her/his class, during the first
8 class meeting, a written course syllabus providing:
9
- 10 • Instructor's contact information including office hours and office location
 - 11 • A list of required text(s) and supplementary material for the course
 - 12 • Methods and expectations for assessing/grading student performance for the course
 - 13 • Attendance requirements and make up policy (if applicable)
 - 14 • Other information the instructor deems necessary to assure the student's
15 understanding of the nature, requirements, and expectations of the course; and be it
16 further
17
- 18 RESOLVED: That each instructor shall be required to spend a portion of the first meeting of the class
19 discussing the course syllabus; and be it further
20
- 21 RESOLVED: That this resolution recognizes that faculty hold final responsibility for grading criteria and
22 grading judgment and does not restrict the right of faculty to alter student assessment or
23 other parts of the syllabi during the term; and be it further
24
- 25 RESOLVED: That the above three Resolved clauses shall become part of the Campus Administrative
26 Policy; this policy shall be included in the Faculty Handbook; and this policy shall be
27 communicated to all faculty at least once each year by the Provost or her/his designee.

Proposed by: Academic Senate Executive Committee
Date: March 14, 2006
Revised: March 28, 2006
Revised: April 11, 2006
Revised: May 2, 2006



STUDENT GOVERNMENT

MEMORANDUM

TO: Joe Vaccaro,
Chairman of the Board

DATE: 2/3/06

FROM: Jared Samarin, College of Agriculture

COPIES:
Rick Johnson, Executive Director
Tylor Middlestadt, ASI President
John Azevedo, College of Engineering

SUBJECT:

Resolution 06-09 ASI Supports Guidelines for Course Syllabi

This memo is presented in accordance with the ASI bylaws and is intended to offer background to ASI Resolution 06-09. This resolution was written to provide student perspective to course syllabi use at Cal Poly we have cited as supporting documentation the Academic Senate resolution on course syllabi use as well as the guidelines established by the Senate's curriculum committee. This resolution was also drafted to provide support for the Academic Senate Resolution as well as describe the importance to students of a minimum standard for course syllabi.

**Associated Students, Inc.
California Polytechnic State University
San Luis Obispo**

Resolution #06-09

ASI Supports Guidelines for Course Syllabi

- WHEREAS: Associated Students, Inc. (ASI) is the official voice of Cal Poly students, and
- WHEREAS: The Cal Poly Academic Senate Instruction Committee has recommended approval of Guidelines for a Course Syllabus, and
- WHEREAS: Course syllabi are integral to student success by providing important information about academic expectations, grading standards, and course requirements, and
- WHEREAS: Course syllabi are a contract between the instructor and student regarding the above stated items, and
- WHEREAS: There is not currently public access to course syllabi making it difficult for students to determine which courses best meet their individual educational objectives, and
- WHEREAS: A consistent standard for course syllabi would enhance student success and progress, and

THEREFORE
BE IT

RESOLVED: ASI urges the Faculty of Cal Poly to establish and adopt a standard for course syllabi, and

FURTHERMORE
BE IT

RESOLVED: ASI recommends the guidelines include at a minimum: academic expectations, grading standards, and course requirements, and

FURTHERMORE
BE IT

RESOLVED: ASI urges that a written hard copy of the syllabi be distributed to all students enrolled in the course and made available upon request for review by administration, faculty, and students.

CERTIFIED as the true and correct copy, in
witness thereof, I have set my hand and Seal of the
Associated Students, Inc. this _ day
of _____, 2006.

ADOPTED at the regular meeting of the Board of
Directors by _____ vote on
_____, 2006.

ASI Secretary

ASI Chair of the Board

ASI President

Sponsored by: Jared Samarin, ASI Board of Directors, College of Agriculture
John Azevedo, ASI Board of Directors, College of Engineering
Todd Maki, ASI Board of Directors, College of Engineering

CAL POLY

State of California

Memorandum

SAN LUIS OBISPO
CA 93407

To: David Hannings
Chair, Academic Senate

Date: June 21, 2006

From: Warren J. Baker
President

Copies: R. Detweiler, M. Suess,
D. Howard-Greene,
R. Johnson, T. Maki,
G. Mueller

Subject: Response to Senate Resolution AS-644-06---Resolution on Course Syllabi

This memo formally acknowledges receipt and approval of the above-referenced Academic Senate resolution. By copy of this memo, I direct that the first three resolved clauses are to be included in the Campus Administrative Policy and the Faculty Handbook, and that they are to be disseminated to the faculty annually by the Provost or his/her designee.

I appreciate the efforts of the Academic Senate in addressing this issue.

Appendix C

| CSU CAMPUSES OFFICE HOUR POLICIES | |
|-----------------------------------|---|
| Campus | Available Policies |
| Bakersfield | <p>303.1.3 Scheduling Office Hours</p> <p>Full-time teaching faculty shall schedule at least five (5) office hours each week at times convenient for students enrolled in their classes, and these shall be clearly posted. Full-time teaching faculty shall schedule their time so that they are on campus no fewer than three (3) days of each week. Deviations from this policy that would result in fewer days and/or hours per week require the formal written approval of the department chair and the appropriate school dean." CSUB Handbook 1/21/2008</p> |
| Channel Islands | <p>Channel Islands</p> <ul style="list-style-type: none"> Office Hours: Please submit your office hours to your Faculty Support Coordinator so that they can post hours outside your office for student reference. It is recommended for each 3 units taught, a minimum of one hour be devoted to scheduled office hours. http://www.csuci.edu/academics/faculty/facultyaffairs/documents/resources/quickreferenceguidefacultyfall2011.pdf |
| Chico | <p>YOUR OFFICE ASSIGNMENT: Please check with the department office for office assignments. Adjunct faculty members generally share an office and adjust their office hours to accommodate other occupants. Note: All faculty members are required to maintain five hours of office hours per week. Hours for less than full-time appointments should be prorated appropriately. http://www.csuchico.edu/vpaa/wasc/docs/CPR_Standard_1/CFR_1.8/COB_AdjunctFaculty_Manual.pdf</p> |
| Dominquez Hills | <p>Full-time faculty will hold office hours for four (4) hours per week. The minimum time period that can be counted as part of the required office hours is thirty (30) minutes. The periods must be held within the normal interval of instruction -- from 7:00 AM to 10:00 PM.</p> <p>Office hours for part-time faculty will be on a pro rata basis, in periods of no less than thirty (30) minutes. Exceptions to holding office hours for periods of less than thirty minutes or at times outside the normal 7:00 AM to 10:00 PM may be made only by the instructional dean. Any exceptions must be made in advance and must be of benefit to students.</p> |
| Fresno | <p>I. Full-Time Faculty - All full-time faculty members, regardless of teaching modality, shall maintain an average of at least five office and consultation hours per week during which faculty members are available to either meet personally in their offices (office hours) or communicate electronically (consultation hours) with students. Full-time faculty members with reduced teaching assignments shall maintain office and consultation hours consistent with the table below.</p> <p>II. Part-Time Faculty - Although there is no specific requirement for office and consultation hours for part-time faculty members, they should be reasonably available to the students consistent with the table below.</p> <p>III. Office Hours – Approximately sixty percent of office and consultation hours shall be specifically posted to inform students when the professor is available for advising without an appointment. This portion of office hours shall be face-to-face. These office hours cannot be met, entirely or in part, by stipulating "by appointment only."</p> <p>IV. Consultation hours – Approximately forty percent of office and consultation hours can be available for email or other electronic communication with students. http://www.freshnostate.edu/aps/documents/338.pdf</p> |

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|--------------|--|
| Fullerton | <p>A. <u>During any semester in which a faculty member is appointed full-time, he or she shall hold a minimum of three (3) office hours per week.</u> Faculty members appointed part-time shall hold office hours on a pro rata basis; however, a minimum of one (1) hour per week is required.</p> <p>B. During summer and intersession, three (3) hours per week are required for faculty teaching credit-bearing courses, regardless of the number of WTUs taught.</p> <p>C. When the campus final examination schedule is in effect, faculty office hours may be scheduled "by appointment only."</p> <p>D. <u>Typically, office hours are held in the faculty member's office at a time that is likely to be accessible to the students. Faculty teaching online or hybrid courses should schedule an appropriate mix of in-person and online hours determined in consultation with the department chair.</u></p> <p>E. Faculty members should also attempt to accommodate students who are unable to meet the instructor during scheduled office hours on a "by appointment" basis or via email.</p> |
| EAST BAY | <p><u>Full-time faculty</u> members will maintain a <u>minimum of three office hours per week</u> and will also make provision for meeting with students by appointment at a mutually convenient time beyond the stated office hours. The full-time faculty member's office hours shall be held over at least two days and at least in half-hour blocks.</p> |
| Humboldt | N/A |
| Long Beach | <p>This new policy was recommended by the Academic Senate on May 2, 2002 and approved by the President on June 4, 2002.</p> <p>The purpose of office hours is to provide opportunities for student-faculty interaction outside the classroom, so it is important for the office hours of a faculty member to be predictable. <u>Each instructional faculty member is expected to hold one office hour for every class taught, up to a maximum of four hours. Faculty who are expected to hold 4 office hours a week may account for up to one hour of this expectation through alternative forms of access such as availability by appointment or through e-mail.</u> Faculty members are responsible for notifying their department office of their scheduled office hours during the first week of instruction each semester.</p> <p>The office hours should be spread over the week and at times students might reasonably expect to find the faculty member. The faculty member's office hours, phone number, and email contact must be posted by the door and announced in the syllabus. Exceptions to this policy statement must be approved by the Dean of the College in question.</p> |
| Los Angeles | <p>(Senate: 2/28/89, 5/13/08; President: 8/31/89, 6/12/08; Editorial Amendment: 8/01)</p> <p>The purpose of office hours is to provide opportunities for student-faculty interaction outside the classroom. <u>Faculty members must schedule no fewer than four office hours per week</u> at times convenient to themselves, their students, and their department/division/school. Tenured and tenure-track faculty with reassigned or released time and temporary faculty shall schedule office hours on a pro-rata basis.</p> |
| Monterey Bay | <p>Meeting with students during regularly scheduled faculty office hours is one of the ways that faculty work with students outside of the classroom. Students can also email faculty to arrange appointments at other times, or, if they prefer, discuss issues over email. All of these "office hour" options are typically spelled out in the course syllabus. Students wishing to meet with faculty should check the course syllabus, check outside faculty offices for a posting of the days/times when office hours are scheduled, and/or contact the faculty member by phone or email to schedule an appointment. If a student is still unable to connect with a faculty member, the student should let the appropriate department chair know that he or she needs some assistance.</p> |

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| Northridge | <p>Office Hours</p> <p>The Department has adopted (08 February 1985) the following policy on office hours: Full-time and part-time faculty will schedule office hours at times when their students are likely to be available. <u>Full-time faculty will schedule a minimum of 3 hours a week.</u> It is assumed that, except in unusual cases, the 3 hours will be scheduled on 3 different days. Part-time faculty teaching 6 or more hours/units will schedule a minimum of 2 office hours a week; those teaching 3-5 hours/units will schedule a minimum of 1 office hour a week.</p> |
| Pomona | <p>Section 302.1 Faculty Office Hours Policy</p> <p>For the purpose of consulting with students, <u>full-time faculty members shall hold office hours totaling at least 5 hours per week.</u> Office hours shall be scheduled on at least 3 weekdays at times that adequately serve the needs of students. Office hour schedules on fewer than 3 weekdays must be endorsed by the department chair and approved by the dean or director; they should be requested for reasons directly related to faculty workload, such as committee responsibilities, research, special assignments and other professional demands. When an office hour schedule is disapproved by the chair or dean, reasons must be provided in writing to the faculty member within 5 working days of the request. Office hour schedules (in terms of number of hours and number of days) shall be commensurate with the teaching fraction for part-time faculty. Problems that are related to office hour schedules are to be resolved by the dean or director in consultation with the department chair.</p> |
| Sacramento | <p>FACULTY OFFICE HOURS</p> <p><u>"Full-time faculty are required to schedule three (3) office hours each week plus the opportunity for students and colleagues to make appointments."</u></p> <p>[For faculty with less than full-time appointments, this policy has been interpreted as requiring 45 minutes of scheduled office hours each week for each three (3) units of instructional assignment.]</p> <p>Carried unanimously by the Academic Senate 2/13/85.</p> <p>Approved by the President 2/22/85.</p> |
| San Bernardino | <p>Office Hours</p> <p><u>Each faculty member shall schedule five office hours per week. Four hours shall be scheduled in advance and at least one scheduled by appointment each week.</u> This schedule will be posted outside the faculty member's office, shall be filed with the Department Chair and College Dean and shall be strictly followed.</p> <p>Office hours should be scheduled at times and on days when affected students are normally in attendance. They should also be scheduled to ensure that departmental faculty are available for student consultation and advisement each day of the week and during as many hours of the day as possible.</p> <p>Where part-time Lecturers cannot maintain appropriate pro-rated office hours due to lack of an office, they should arrange to be available to students before and after each class for discussion of matters related to the instruction</p> |
| San Diego | <p>9. Office Hours</p> <p>All faculty members are required to have regularly scheduled office hours as part of their assigned direct instructional workload. A schedule of office hours and office phone number should be posted next to your office door, with a copy provided to the department. <u>Although no minimum number of hours is mandated by the Policy File or CBA, departments/schools and colleges may have established policies or practices.</u> In general, faculty members are expected to provide students in their classes reasonable access to the professor for questions and discussion.</p> |
| San Francisco | <p><u>Faculty are expected to keep a minimum of four office hours per week, during which they will be available for conferences with students and advisees.</u> Where non-teaching obligations require additional office hours, these should be provided. Each faculty member should post office hours and teaching schedules on the office door, supply the department secretary with similar information, and adhere strictly to the schedule posted. http://academic.sfsu.edu/facaffairs/</p> |

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|------------------------|---|
| San Jose | 2/27/12: This policy adjusts the minimum number of scheduled office hours required, to account for the fact that faculty do a considerable amount of advising and consultation through email and other electronic media. The policy requires that <u>full-time faculty members teaching a normal load schedule a minimum of 2 office hours per week, but allows departments to develop departmental guidelines for office hours that differ from this policy, to best meet the needs of their faculty and students.</u> |
| San Luis Obispo | <u>Full-time faculty members conduct at least five office hours each week for student consultation.</u> Part-time and full-time faculty with reduced teaching loads schedule office hours in proportion to their assignments. http://www.academic-personnel.calpoly.edu/content/handbook/workingconditions |
| San Marcos | N/A |
| Sonoma | Teaching - Office Hours Faculty notify students of their office hours which may be revised each semester. Notification may include posting hours on office doors, bulletin boards and web pages, listing in the course syllabus, or by e-mail to students enrolled in their classes. Office hour activities may include consulting with students regarding grades, progress, and providing academic advising functions. |
| Stanislaus | N/A |

Adopted:

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-__-18

**RESOLUTION ON MODIFICATIONS TO THE *BYLAWS OF THE ACADEMIC SENATE*
ELECTION OF PART-TIME ACADEMIC EMPLOYEE REPRESENTATIVE**

- 1 WHEREAS, The participation and voice of part-time lecturers in an academic
2 department/teaching area and part-time employees in Professional
3 Consultative Services, other than those who are members of the
4 General Faculty, is encouraged and valued; and
5
6 WHEREAS, Part-time lecturers in an academic department/teaching area and
7 part-time employees in Professional Consultative Services, other than
8 those who are members of the General Faculty, are represented by
9 one voting member in the Senate; therefore be it
10
11 RESOLVED: That the Bylaws of the Academic Senate be modified as shown on the
12 attached copy.

Proposed by: Academic Senate Executive Committee
Date: January 24, 2018

CONSTITUTION OF THE FACULTY

ARTICLE III. THE ACADEMIC SENATE

Section 1. Membership

(c) Part-time lecturers in an academic department/teaching area and part-time employees in Professional Consultative Services, other than those who are members of the General Faculty as defined in Article I, will be represented by one voting member in the Senate.

BYLAWS OF THE ACADEMIC SENATE

I. INTRODUCTION

B. DEFINITIONS

4. Part-time Academic Employees

Part-time lecturers in academic departments/teaching areas in the University and part-time employees in Professional Consultative Services (Professional Consultative Services classifications: librarians, counselors, student service professionals I-, II-, III-academically related, student service professionals III and IV, physicians, and coaches) who are not members of the General Faculty as defined in Article I of the *Constitution of the Faculty*.

II. MEMBERSHIP OF THE ACADEMIC SENATE

A. ELIGIBILITY

3. Representative of Part-time Academic Employees

A voting member of the Academic Senate representing part-time academic employees shall be elected by vote of all university part-time academic employees during fall quarter of each academic year. Such representative must have an academic year appointment in order to serve in this position.

B. TERMS OF OFFICE

1. Terms of office for senators: the elected term of office for senators shall be two years. A senator can serve a maximum of two consecutive, elected terms and shall not again be eligible for election until one year has elapsed. A senator appointed to fill a temporary vacancy for an elected position shall serve until the completion of that term or until the senator being temporarily replaced returns, whichever occurs first. If this temporary appointment is for one year or less, it shall not be counted as part of the two-term maximum for elected senators. The term of the representative for part-time academic employees shall start immediately after the election and last until elections are held the following academic year. The representative for part-time academic employees shall serve a one-year term with a maximum of four consecutive one-year terms.

III. VOTING AND ELECTION PROCEDURES

B. ELECTION CALENDAR

8. Election of representative for part-time academic employees:

- (a) during the first weeks of fall quarter, the Academic Senate office shall solicit nominations for the position of Academic Senate representative for part-time academic employees.
- (b) after nominations have been received, election to this position shall be conducted. A runoff election, if needed, shall be conducted the week following the conclusion of the election. Said position shall be elected by vote of all university part-time academic employees unless only one nomination to this position is received, in which case the Executive Committee of the Academic Senate shall have the authority to appoint said nominee to the position.
- (c) the term of the elected member shall start immediately after the election and serve until the end of the academic year elections are held the following academic year.